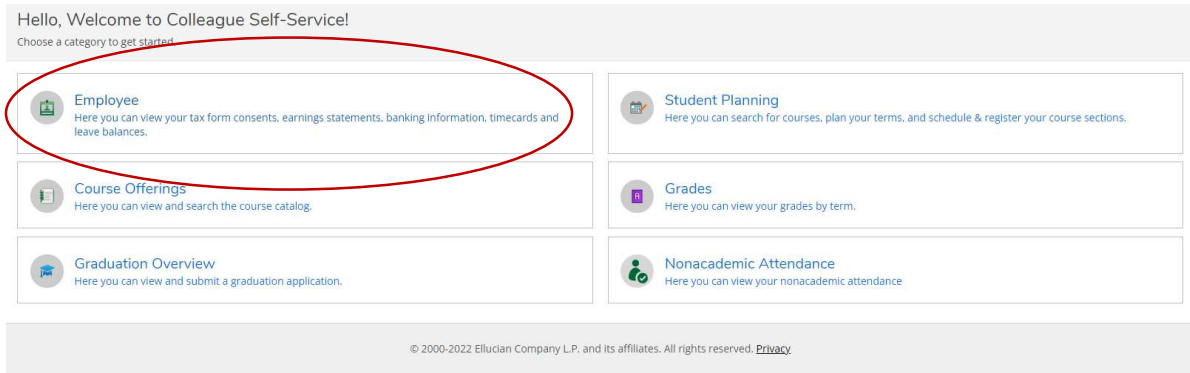
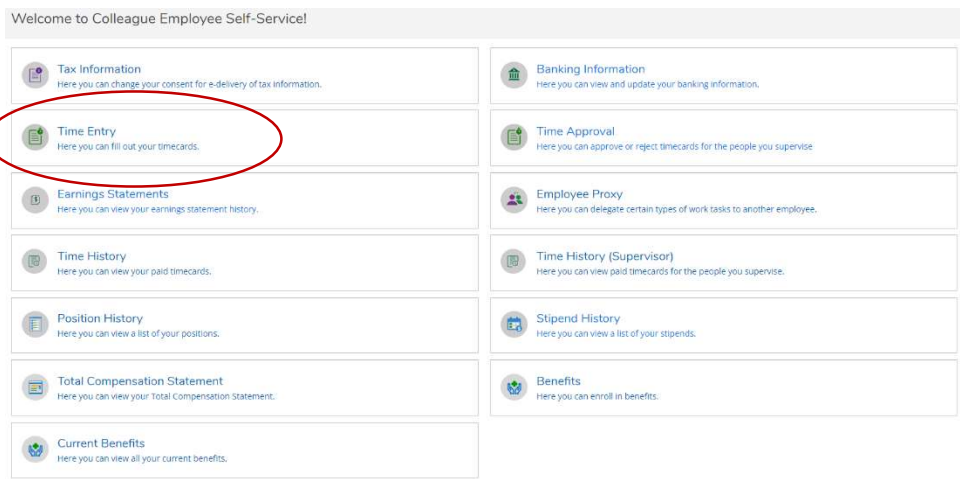


Colleague Self-Service Time Entry:

- 1) Enter time into Colleague Self-Service
 - a) Login to Colleague Self-Service
 - b) Navigate to employee tab



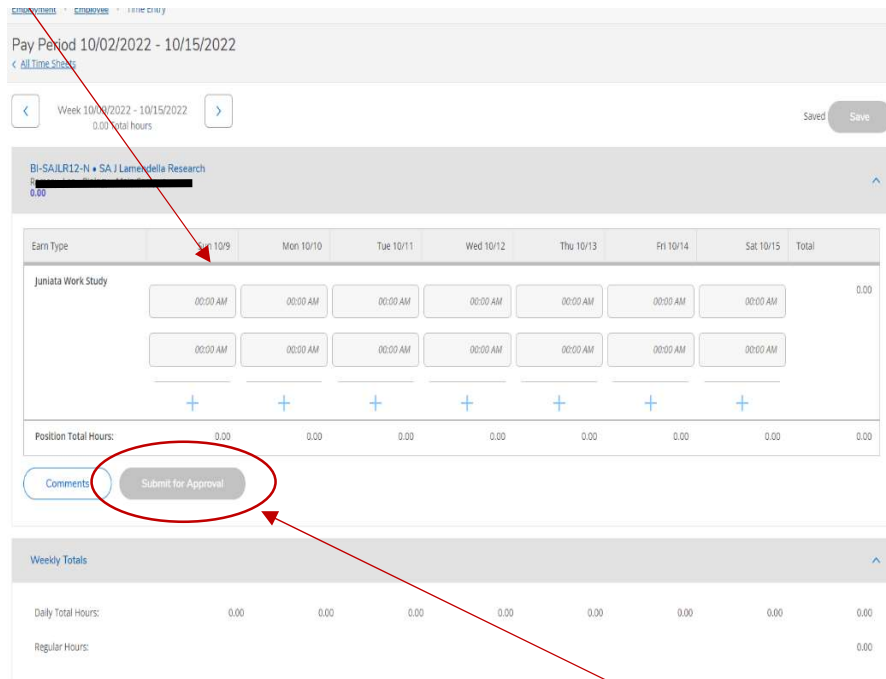
Navigate to
"time entry" tab



The number of weeks displayed is based on the number in the pay cycle. Select a week to begin entering time.



Begin entering your time for the week by typing in your hours for each day on the Regular Earnings line.



Comp Time:

Colleague calculates overtime automatically. If there are any days where you worked overtime, DO NOT add those hours to the regular earnings and use your normal compensatory time form.

Once you have entered all your time for the week, click the “Submit for Approval” button. This will send an email to your supervisor that the hours have been submitted and are ready for review.

If there are no hours for a given week, enter “zero” for each day and “Submit for Approval.”

Edits after Submission:

You can edit your timecard if the deadline for time entry and approvals has not passed.

Timecard status says “Submitted”: If you need to edit your time after you have submitted, click “Return Timecard to Edit”. This action un-submits your timecard and allows additional edits. Be sure to “Submit for Approve” once you are finished editing.

Timecard status says “Approved”: If your supervisor has already approved your timecard, they will need to un-approve or reject your timecard first. Then, you will be able to make edits Be sure to “Submit for Approve” once you are finished editing.

Keep in mind that for every submit/un-submit you complete, an email is sent to your supervisor.

NOTE: *Submit ALL weeks for the pay period by the deadline. Ensure that all weeks in the pay period show as either “Submitted” or “Approved” by the designated deadline established by payroll.*